

**State of Connecticut
Department of Social Services- Southern Region
194 Bassett St., New Haven, CT 06511**

POSTING DATE: AUGUST 11, 2006

CLOSING DATE: AUGUST 25, 2006

**“JOB OPPORTUNITIES”
ELIGIBILITY SERVICES WORKERS
(New Haven, Middletown and Norwich Regional Offices)**

The Department Of Social Services Southern Region is presently recruiting to fill current and additional anticipated vacancies in Eligibility Services Worker (ESW) positions located in the Department's Southern Regional Offices in New Haven, Middletown and Norwich, CT. These ESW target level positions may also be filled at the lower trainee level classes of: Connecticut Careers Trainee (CCT), or Social Services Trainee (SST).

Qualifications/ Salary ranges for the “Target Level” Eligibility Services Worker (ESW) position and also SST and CCT trainee level classes (1-2 Year Training Periods) are listed below. All trainee and ESW position class levels are under the “Social and Human Services Collective Bargaining Unit (SH)”. Current annual salary ranges for all trainee and target class levels are listed below.

Social Services Trainee	(SST)	(SH-14)	\$35,550 - \$ 45,352
Connecticut Careers Trainee	(CCT)	(SH-15)	\$37,253 - \$ 47,391
Eligibility Services Worker	(ESW)	(SH-19)	\$45,197 - \$ 56,671

JOB RESPONSIBILITIES:

Interview individuals to obtain necessary information for eligibility of DSS programs and services determination; researches, verifies and evaluates client statements and other factors to ensure compliance with program eligibility requirements; grants or denies services and public assistance; enters, modifies, and updates all relevant case eligibility information in the eligibility mgmt database system; provides periodic cycle of eligibility re-determination services to monitor changing benefits level; assists clients with application and receipt of various federal, state and municipal social services benefits; acts as liaison with local, state and federal agencies regarding determination and coordination of client eligibility and awards; provides information regarding state public assistance programs to clients, social service agencies, attorneys and the public; prepares detailed summaries and acts as agency representative in the fair hearings process; performs related duties as required.

EXPERIENCE AND TRAINING REQUIRMENTS:

General Experience: Five (5) yrs experience in determination of client eligibility for public assistance:

Substitutions Allowed:

- 1) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
- 2) A Master's degree in a related area may be substituted for the General Experience.
- 3) Two (2) years as a Social Services Trainee may be substituted for the General Experience.

CONNECTICUT CAREERS TRAINEE:

Possession of a Bachelor's or Master's Degree. A degree in a field related to position job functions may be required.

SOCIAL SERVICES TRAINEE:

Two (2) years experience providing social services to individuals or families in need, or performing basic technical or complex clerical duties, which would lead to the acquisition of the knowledge, skills and abilities outlined above. College training may be substituted for the work experience as indicated above.

THESE POSITIONS WILL BE FILLED IN ACCORDANCE WITH ALL STATE OF CT RE-EMPLOYMENT / SEBAC REGULATIONS AND CERTIFICATION LIST REQUIRMENTS. CURRENT AGENCY EMPLOYEES MUST HAVE PERMANENT STATUS, BE ELIGIBLE ON THE TRANSFER LIST, OR BE ELIGIBLE ON THE CURRENT STATE EXAM /CERTIFICATION LIST FOR THE ELIGIBILITY SERVICES WORKER CLASS TO BE CONSIDERED FOR THE TARGET LEVEL POSITION CLASS. CURRENT DEPARTMENT OF SOCIAL SERVICES EMPLOYEES WHO MEET THE CONNECTICUT CAREERS TRAINEE OR SOCIAL SERVICES TRAINEE REQUIREMENTS AND ARE INTERESTED IN THIS POSITION ARE ENCOURAGED TO APPLY.

APPLICATION PROCEDURE: Candidates should **Mail or Fax** a completed original State of Connecticut Employment/Exam Application (PLD-1) to:

**DEPARTMENT OF SOCIAL SERVICES - SOUTHERN REGION
194 BASSETT STREET, NEW HAVEN, CT 06511
ATTENTION: MS. LORI HILLIARD, HUMAN RESOURCES DIVISION
FAX: (203) 789-6858**

Note: PLD-1 Applications may be accessed on the State of CT Dept of Administrative Services website at: <http://www.das.state.ct.us/exam/>. If you previously submitted an application for this job classification in the last 2 months, you will be considered for the positions on this posting and do not need to forward an additional PLD-1 application. Due to the large number of applications anticipated, we thank all applicants for their interest but at this time will only be able to contact those applicants who are selected for interviews.

DEADLINE: Applications must be received no later than: **August 25, 2006** Close of Business
AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER